Re-TRAC Connect™
Food Recovery Challenge
User Guide
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New Re-TRAC Connect™ Users

Registration Page

To complete the EPA Food Recovery Challenge go to: https://connect.re-trac.com/register/epafrc
Create a Re-TRAC Connect™ Account

Select your organization type.

Complete “Account Information” form.

Click the “Register” button.
Activate Re-TRAC Connect™ Account

You will receive an email similar to the one shown below. You must click on the link in the email to activate your account.

Note: If you don’t see the activation email in your inbox, check your spam or junk mail folder. If you have not received the account activation email please email support@re-trac.com.

You will be directed to the Re-TRAC Connect™ login page after clicking the activation link.

Complete Food Recovery Challenge Forms

Click the “Go” button.
Click on the plus “＋” icon to access a data entry form.

Complete Food Recovery Challenge forms.

You can “Save” the form which will allow you to come back at anytime to modify any information you have entered.

You can “Submit” the form when you are satisfied with all information. This will lock the form and EPA administrators will consider your information complete.
Existing Re-TRAC Connect™ Users

Login

If you have an existing Re-TRAC Connect™ account go to: http://connect.re-trac.com.

Enter your email address and password and click on the “Login” button.

Note: If you have forgotten your password you can create a new one by using the “Forgot your password” functionality found on the login page.
Join Food Recovery Challenge

From your Dashboard, click on the “Programs” link.

Click on the “Join Programs” link.

Select the EPA Food Recovery Challenge program from the list of programs and click on the “Details” button.
Add an organization.

Note: Existing Re-TRAC Connect users may have an existing organization that can opt-in to the Food Recovery Challenge. This will be displayed on the “Join Programs” page.

Complete the “Location Details” form.

Click the Add button at the bottom of the page.

Click the “Next” button.
Click the “Join” button.

**Complete Food Recovery Challenge Forms**

Click on the plus “+” icon to access a data entry form.
Complete Food Recovery Challenge forms.

You can “Save” the form which will allow you to come back at anytime to modify any information you have entered.

You can “Submit” the form when you are satisfied with all information. This will lock the form and EPA administrators will consider your information complete.

Repeat the above steps for all forms.